

<p><b>BEACON HR/PAYROLL IMPLEMENTATION PROJECT BLUEPRINT WORKSHOP PREPARATION</b></p>
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**DOCUMENT HISTORY**

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## APPROVERS

Approval Date	Approver Name and Role	Approver Signature
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## DELIVERABLE CONTENTS

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Questionnaires	XLS/DOC

\* Note: All files on enclosed CD

## PMO RELEASE AUTHORIZATION

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## **1. BLUEPRINT WORKSHOP PREPARATION**

The Blueprint Workshop Preparation deliverable details the documentation prepared and distributed ahead of the workshops as pre-read material.

### **1.1. Workshop Plans**

Reference the Blueprint Workshop Plan & Procedures deliverable for a list of workshops, time & location, description, scope, and expectations.

### **1.2. Associated Material**

Questionnaires were distributed ahead of the workshops. The questionnaires are enclosed on CD and located in T:\Project Office\1 Beacon HR Payroll Enterprise Project\1.2 Business Blueprint\Implementation\1.2.5.1 Blueprint Workshop Preparation\Questionnaires folder. Team specific questionnaires are located in the team labeled folders, Functional, Integration, and Technical.